QUESTIONS ABOUT PERIS FILE FORMATS, 2/5/2016 – 4/8/2016

Q: Will the Vendor Test area be shut down on a specific day/time?

A: The Vendor Test area should be up all the time (24x7). Occasionally, we refresh the database, as we did this weekend and prior data will be cleared.

Q: Concerning the submission frequency: Is there a mandatory timeline for submission of Demographics files (ex: within 5 days of a change)?

A: There is no mandatory time for submitting demographics data; however, it is important to be timely because updated data may trigger additional processing at MPERA; e.g. a change in birthdate, status dates, etc.

Q: I understand that the current MPERA system requires that payroll information be submitted within 5 working days of a regularly occurring payroll. Will that submission timeline be the same under the new PERIS system?

A: The requirement to submit payroll information within 5 workings days of a regularly occurring payroll remains the same under the new PERIS system.

All correct answers, however, a little additional information. In PERIS, employers are able to submit off cycle payrolls rather than carry them forward. They just need to create a one-time pay schedule when needed. This is not required but previously they didn't really have a way to do that so they had to carry forward ad hoc or off cycle payroll. They still can carry them forward but they no longer have to.

Q: As regards to Excluded Job Classifications (such as Job Codes ETRS or ECFD), which fields are required for the Payroll Detail (444) records? Are all fields required and the contribution amounts would simply be 0.00?

A: For Payroll Detail (444) records with excluded job classification codes all fields are required and the contribution amounts are 0.00 or null. Contribution fields are: Pre-Tax Employee Contributions, Post-Tax Employee Contributions, and Employer Contributions.

Q: If all fields are required for Excluded types, my follow up question pertains specifically to a Substitute Teacher who may be classified as ETRS or ECFD. When discussing how to pull Rate Type (Hourly Rate, Flat Rate, Event, Annual Salary) if needed for reporting, we wondered if they would fall into a Flat Rate category as they are usually paid a "Daily" rate by Munis terminology.

A: For a Substitute Teacher who is paid on a flat daily rate, e.g. $100/day, the rate type field is "FLAT".

Q: For these Excluded Job Classification records with no contribution amounts being reported in the 444 record, would null be an acceptable value for Employment Status (field 12)?

A: Null is an acceptable value.

The following rules apply to all reporting except 457 and VFCA. These rules do apply to excluded job classifications due to legislative requirements involving concurrent employment.

The PERIS application must issue the following warning message if the Employment Status History indicated on the Active Person Account is not 'Terminated' and a status of leave has not been reported and there is no payroll information for the person account for the current pay period but payroll exists within the last 30 days from the Pay Date reported:

- Payroll Detail is expected for person name '{personname}' - person ID '{personid} and {system}'

Note: This rule is not applicable for 457 and VFCA system.
Note: This rule is not applicable for first payroll details record for the new hire.

The PERIS application must issue the following soft error message if the Employment Status History indicated on the Active Person Account is not 'Terminated' and a status of leave has not been reported and there is no payroll information for the person account within the last 30 days from the Pay Date reported:

- Payroll Detail is expected for person name '{personname}' - person ID '{personid} and {system}'

Note: This rule is not applicable for 457 and VFCA system.
Note: This rule is not applicable for first payroll details record for the new hire.

Q: In this specific case, the excluded job classification employees will have Payroll Detail reported (a 444 line) but contribution amounts (Employee Pre/Post Tax and Employer) will be 0.00. I interpret this then that Employment Status can be "null" for these Payroll Detail lines since detail is being reported. But please let me know if I have misunderstood.

A: Yes. That is correct. It can be null in the file and as long as it does not meet the criteria in the rules below there will not be an error in the employer summary online. If there is a gap in the reporting of payroll detail, the program expects either a leave or termination to be reported. This will not keep the file from being loaded but would create either a warning or error on the summary report depending on the period of time. The user would be able to suppress if a warning but would be required to correct any error.

Q: is it possible for an employer to have multiple Organization IDs?

A: Each employer will only have one org ID in the new system. MPERA Staff have seen situations in the past where one employer is reporting for two different entities, such as, a city and a city library that have two different tax ID numbers. In that case MPERA considers them separate employers - they would have separate contracts under MPERA and would have two different IDs.

Q: Your list includes '457'. Can you define that for us?

A: 457 Pay type indicates a 457 deduction and would only be used in a 457 header.

Q: Where would you like us to assign Cell Phone Allowances? Also, we have numerous 'Earning Codes' that we use that may appear on the report, but affect only their taxable gross. Non-Cash Taxable for reimbursement of meals or gifts, and Taxable Reimbursement of Moving Expenses are a few.

A: For now use “Other Paid Time” type for anything that does not fit a pay type, The “Other Paid Time” pay type is not considered compensation so contributions do not apply. I have a question in to an MPERA manager to get more clarification on how to handle potential pay types that don’t fit our current pay type scheme.

Q: Currently, TIAA-CREF enrollee information is sent with the employers PERS reporting. Is it still required?

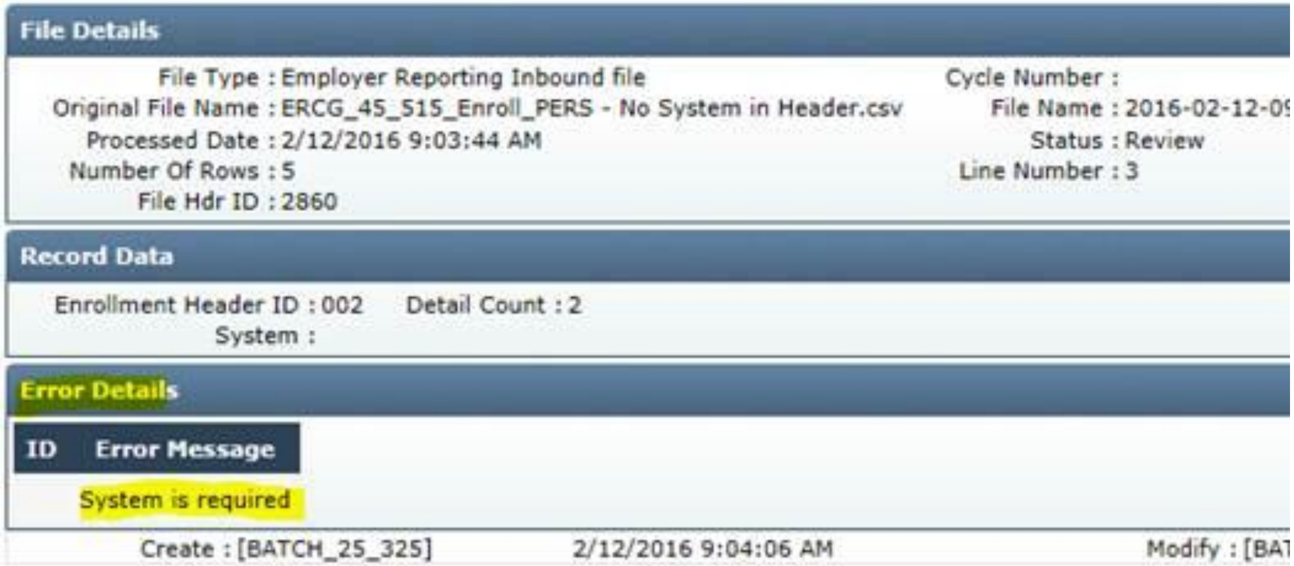
A: Yes - It is the same file format as all other payroll reporting. The detail record is reported under the PERS header with an MUS-RP Elected Position (EORP) job classification and only employer contributions are reported. The employer can include with all other PERS job classifications or submit it separately. If they submit separately they need to make sure to set up two pay schedules.

Q: In the Enrollment Header section there is the field called System. And in the Enrollment Details section there is a Job Classification. The Enrollment Detail says Job Classification can be null but the Header does not. Can the header be null? If not, what error do you return to the client?

A: The Enrollment Header section field System must not be null. The error “System is required” will be displayed in the Process Records Maintenance screen as so:

File contents for invalid Enrollment Record:

000~5~20151012131314
001~515~2~M
002~2~<missing>
222~000999022~~Jane~Doe~~~N~PO Box 13~~~Somewhere~MT~59999~~~~USA~19920202~F~M~4062223330~CELL~~~20151010~PERS
222~000999024~~John~Doe~~~N~106 Main St~~~Somewhere~MT~59999~~~~USA~19860320~F~S~4062223332~CELL~jdoe@abc.com~Primary~20151001~OEUH



Q: Payroll Header section the field Total Post-Tax Service Purchase Amount is crossed off. Does that mean you are expecting ~~ in that spot or Total Earnings is 7, Total hours is 8, etc… Looks like there is a typo and I am not sure which one is correct.

A: This is a typo. Thank you for spotting it. I will correct it. The crossed out Total Post-Tax Service Purchase Amount is removed from the file specification. No ~~ is necessary. The sequence is Total Earnings is 7, Total hours is 8, etc…

Q: As regards Excluded Job Classifications (such as Job Codes ETRS or ECFD), which fields are required for the Payroll Detail (444) records? Are all fields required and the contribution amounts would simply be 0.00?

A: For Payroll Detail (444) records with excluded job classification codes all fields are required and the contribution amounts are 0.00 or null. Contribution fields are: Pre-Tax Employee Contributions, Post-Tax Employee Contributions, Employer Contributions.

Q: If all fields are required for Excluded types, my follow up question pertains specifically to a Substitute Teacher who may be classified as ETRS or ECFD. When discussing how to pull Rate Type (Hourly Rate, Flat Rate, Event, Annual Salary) if needed for reporting, we wondered if they would fall into a Flat Rate category as they are usually paid a "Daily" in our system.

A: For a Substitute Teacher who is paid on a flat daily rate, e.g. $100/day, the rate type field is "FLAT".

Q: For these Excluded Job Classification records with no contribution amounts being reported in the 444 record, would null be an acceptable value for Employment Status (field 12)?

A: Null is an acceptable value.

Looking at page 21, field 15 (Job Classification) of MPERA Interface File Definitions for Employer Reporting (Version 1.2 published 12/07/2015):

Q: When looking at the Total Compensation Payroll file layout, it asks for the Job Classification. Which column [in the MPERA Job Classifications and Pay Types document] are you actually looking for?
A: The Job Code column that matches the Job Classification description.

Q: Can an employee be in the PERS System and have 2 different Job Codes?
A: Yes. The assumption being they are working two jobs where each job falls in a different job classification.

Q: If they can have 2 job codes per system, does the Contribution need to be split out per Job Code?
A: Yes, if using Payroll Detail Section (Payroll Detail ID = 444); No, if using Total Compensation Payroll Detail (Payroll Detail ID = 445).

Looking at Page 17, Field Position 12 of
http://mpera.mt.gov/docs/VendorSupport/MPERA%20Interface%20File%20Definitions%20for%20Employer%20Reporting.pdf

> Employment Status Description:
> Employment status for the employee.
> - Can be null
>
> Refer to Employment Status in MPERA Job Classifications and Pay Types
>
> Employment Status Comment:
> Required if employee has not terminated employment, but no contributions are being reported. Will reduce phone calls to verify termination and assist with eligibility to purchase certain types of service such as worker's comp. Will also allow for proper membership service for employees on leave.

Q: Does the Employment Status only have a value when the status changes, otherwise it is null? Null meaning their default status is "working"?
A: Employment status may be null in the file and is only needed when the status changes but note the rules below. If an employee has a gap meaning payroll detail is not reported for a period of time fitting the criteria below, the employer summary will have either a warning or error that will need to be resolved in the summary.

Q: When PERIS goes live, the first time an employer uploads a file, what sections need to be fully populated. Assuming Payroll is one section, are there other sections that have to have records for all employees?

A: Enrollment records are required for new hires or if any of the following information changes for an existing hire – system, job classification. *Existing employees will convert with person, system and employment history information and enrollments are not needed unless any of the above information changes.

Demographic information is only submitted when there is a change to existing employees demographic information.

*Some data that we did not have in legacy such as email addresses or phone numbers may be useful to send on all existing employees to aid us in sending information to the employee but this is not necessarily required. It will be helpful when the MSS goes live as we will be able to send information directly to members.

*If you are submitting an enrollment record within a file, a demographic record should not exist within the same summary.

If you are reporting a payroll detail, employment history must exist that matches the detail. If the person has previously been reported there should already be an employment history so they should not have a problem. If the person is new they need to be sure to include an enrollment.

Q: Is this section [Demographics (003/333) records] intended for *changes* to employee demographic information (such as address change, married name change, or incorrect DOB initially submitted)?

A: Yes, the Demographics (003/333) records are intended for *changes* to employee demographic information.

Q: is a 333 record required for every employee with a 444 record (Payroll Detail) in the reporting file?

A: No. 333 records [Demographics Detail] are not required for every 444 record (Payroll Detail). The records sections are independent of one another.

Q: Do we send the TIAA-CREF enrollee information with our PERS reporting? Is it still required?

A: Yes - It is the same file format as all other payroll reporting. The detail record is reported under the PERS header with an MUS-RP Elected Position (EORP) job classification and only employer contributions are reported. They can include with all other PERS job classifications or submit it separately. If they submit separately they need to make sure to set up two pay schedules.

Q: Regarding the payroll schedule, our payroll system allows agencies to process off cycle payrolls (voids/reissues or if they've forgot to pay an employee). Sometimes, the agency doesn't assign these payrolls with dates that line up with the normal payroll cycle. Does that mean that the agency has to go to their payroll schedule setup on ERIC and add this off cycle payroll?

A: Yes. The employer can set up a one-time pay schedule without impacting their normal schedule.

Q: Do we print this report for a single pay period?

A: It is unclear what "print this report" means. Printing would take place at the employer's location, not at MPERA. If by "print this report" one means, "submit a file to MPERA for each pay period," then yes, the file would be created each pay period when payroll is ran.

Q: Will multiple "systems" be reported in the same file (see the Enrollment Header field 3, Demographic Header field 3, Payroll Header field 3)?
A: Yes, multiple System can be reported in the same file (one upload for the employer). Also, each system (PERS, FURS, etc.) can be in its own file (multiple uploads for the employer.)

Q: If so - do we write the header for the first section then follow it with the details for that section, then the header for the second section, followed by that section's details, etc?
A: Yes, each system header followed by detail for that system.

Q: For enrollment sections, do we only show employees whose original hire date falls within the pay cycle being reported?
A: Yes.

Q: For demographic sections, does everyone show up on every report, or something else?
A: Demographic records only show up when there is a change in a person's demographics; for example, a name change.

Q: For Payroll details field 3 (Earnings), do we sum the check gross field for all checks in the pay cycle?
A: Assuming the checks are to a single payee and represent earnings paid during the pay period, yes. Note, some vendors are using the "Total Compensation" method to report (Page 19), calculating contributions on a total amount and then reporting the details without contributions broken out.

Q: Should we exclude manual checks, or let them count towards this report?
A: Assuming the manual check represent earnings paid during the pay period, then yes, manual checks need to be included.

Q: What is the Service Purchase ID? Is it a system-level thing or employee-level thing? See the example in section 10 - Service Purchase Details Section.
A: More information on Service Purchases:

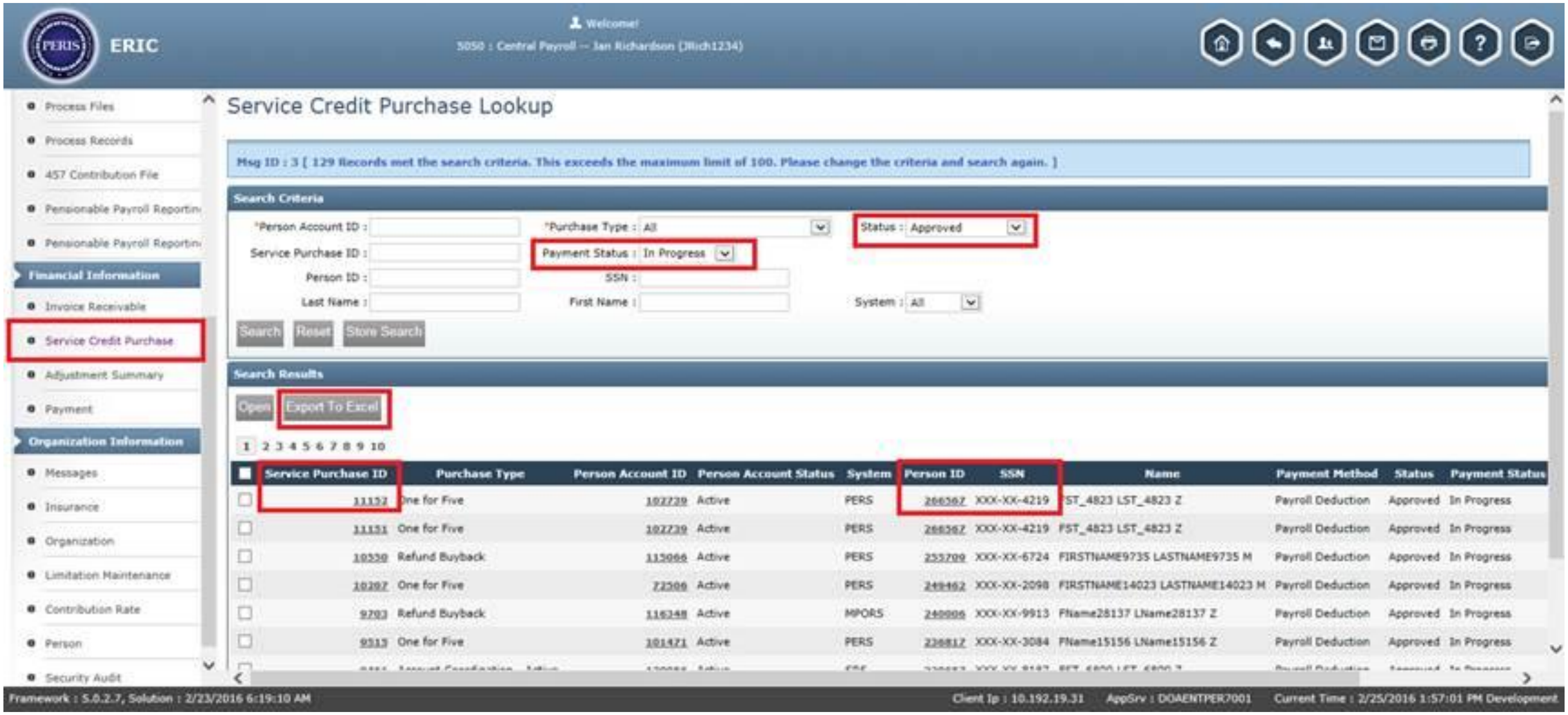
Under certain conditions members may purchase service credit towards their retirement. The Service Purchase Type describes the category of service credit being purchased for which the For example, a Service Purchase type of "MILT" indicates the member is purchasing service credit earned while serving in the military. In the interface file definition it reads:

> Indicates the type of service purchase.
> • The PERIS application must use the Code Value stored in PERIS for Service Purchase Types available.
> • Append Service Purchase ID associated with the service purchase type.
> Example:
>> MILT-11001 for Military Service

Where does one get the Service Purchase ID? When an employee signs up for a service purchase payroll deduction, the employer is sent information about the service purchase. Most Service Purchase fields can also be viewed in the Service Purchase lookup screen through ERIC (see screen shot below).

Please note – If the service purchase ID is not included in the file it will not cause a file level error. The only time this will cause an error is if the employee has more than one service purchase of the same type and this can be addressed on the online screen. PERIS will populate the ID if there is only on service purchase that is in progress of the type. So although if you are able to populate the ID, which the employer receives when they get the contract and they can look up online, that will be great. It will not be a big issue if you do not. Employees having multiple service purchases of the same type are not common.

For a large employer like the university I may be able to run a query for you to identify all existing service purchases. In the new system employers can also export this information as well. Here is a screenshot of where an employer can get a list of all in progress service purchases and the IDs related to them. Chose the "Export to Excel" to view all service purchase records.



Q: Do we have to implement the Adjustment File? Is there some other way for clients to perform adjustments? Preliminary estimate is assuming that we do not have to create this file.

A: Employers can manually enter in adjustments if an adjustment file is not available. The manual interface may be tedious if many (20+) adjustments have to be made.

Q: Am I correct when I say this mean you could have multiple '002'. '003', and '004 records in a file since we would be breaking employees out by the job classification and system?

A: Yes, but the breakout is by system, and within system by job classification.

Q: can I get an example of what the 445 records would look like for an employee that has multiple positions?

A: In this example the person identified by the SSN 000000721 works as both a Stock Detective and Stock Inspector in the Game Warden system.

```
445~000000721~661.08~52.23~0.00~55.33~0.00~0.00~~~~~~N~GWSD~0027~
445~000000721~700.00~55.30~0.00~58.59~0.00~0.00~~~~~~N~GWSI~0027~
```

Similarly, the same person in the Sheriff's system working as both a Deputy Sheriff and Detention Officer:

```
445~000000721~661.08~52.23~0.00~55.33~0.00~0.00~~~~~~N~SRDS~0027~
445~000000721~700.00~55.30~0.00~58.59~0.00~0.00~~~~~~N~SRDO~0027~
```

One more question about it, what do the records underneath look like? What I mean is, are the total records together like in your example or would the broken out record for in-between. Something like this:

```
445~000000721~661.08~52.23~0.00~55.33~0.00~0.00~~~~~~N~GWSD~0027~
445~000000721~661.08~0.00~0.00~0.00~10.00~18.43~~~~~~N~GWSD~0001~
445~000000721~661.08~0.00~0.00~0.00~16.00~17.43~~~~~~N~GWSD~0007~
445~000000721~700.00~55.30~0.00~58.59~0.00~0.00~~~~~~N~GWSI~0027~
445~000000721~700.00~0.00~0.00~0.00~5.00~18.43~~~~~~N~GWSI~0001~
445~000000721~700.00~0.00~0.00~0.00~8.00~17.43~~~~~~N~GWSI~0007~
```

Yes, you include the broken-out records in-between breaks. Here is your updated example using your block below and adding the Rate Type:

```
445~000000721~661.08~52.23~0.00~55.33~0.00~0.00~~~~~~N~GWSD~0027~
445~000000721~661.08~0.00~0.00~0.00~10.00~18.43~HRLY~~~~~N~GWSD~0001~
445~000000721~661.08~0.00~0.00~0.00~16.00~17.43~HRLY~~~~~N~GWSD~0007~
445~000000721~700.00~55.30~0.00~58.59~0.00~0.00~~~~~~N~GWSI~0027~
445~000000721~700.00~0.00~0.00~0.00~5.00~18.43~HRLY~~~~~N~GWSI~0001~
```

```
445~000000721~700.00~0.00~0.00~0.00~8.00~17.43~HRLY~~~~~N~GWSI~0007~
```

Using this example: http://mpera.mt.gov/docs/VendorSupport/Total%20Compensation%20Payroll%20Detail%20Example.pdf, one can visualize how the 445 records could would append on the Total Compensation Payroll Details section. The Payroll Header record would be updated accordingly with the new totals.

Q: The reporting agencies will also have a chance to go through testing as well, is that correct?

A: Yes, beginning April 11, 2016 to April 29, 2016

Q: It appears that the PERS 457 reporting system requires a separate file from the standard MPERA reporting system. We were wondering if the 457 file can be incorporated into the MERPA file, or if they must remain separate data uploads.

A: The 457 file can be incorporated into the MPERA file; also, it can be sent as a separate file. For example, if the 457 information were part of a larger MPERA file, a separate Payroll Header record (Payroll Header ID: 004) would begin the 457 System section followed by the 457 Payroll Detail records (Payroll Detail ID: 444). If the 457 information were in its own file, then it would have its own File Summary Record (File Summary ID: 000) and File Header Record (File Header ID: 001).

Note, MPERA will have a 457 file that employers can download from ERIC (eric.mt.gov). The intention is to pass along the information from Empower Retirement, the 457 financial service which manages the 457 accounts, so employer's records and 457 deductions are in synch with what 457 members have specified. That file format is 457 SDA Information File Submitted To Non-SABHRS Employers From MPERA.

Q: Is it possible to push the file into your system using sftp?

A: No, it is not possible to push the file into our system using sftp.

Q: Is that something that will be available in the future?

A: An sftp push will probably not be available in the future. The current system is designed for human interaction/approvals. If the business users determine a need for automated submittal, processing, reporting, then the means may be a web service since that is what we are using for other automated interfaces.

Q: Regarding record #2 of the payroll header record (004), should this count include 444 and 4444 records?

A: Yes

Q: Should there be a demographic detail line for every employee reported, every file? Only if there are changes to report? On some periodic basis (like the address file)?

A: There should be a demographic detail line only when there is a change to report, e.g. like the address file.

Q: Is there a limit to the number of files they can load?

A: This answer is interpreting "files" to mean the collection of records defined by a header record.

For enrollment and demographics files, files may be sent any time

For payroll files, the submittal is limited by the payroll cycle dates.

For payroll adjustment files, files may be sent at any time for previously posted payrolls.

A: This answer is interpreting "files" to mean the individual records within the files

There is no limit to the number of records which can be contained in the file. One employer is submitting 10,000+ records within a file.

Q: Can they load a demographic file at any time or does it have to coincide with a pay cycle or special pay cycle submission?

A: Employers may load a demographic file at any time.

457 Examples

Q: I understand that 457 contributions need to be reported just like another system in the file but am having a hard time with how this fits in if we are using 445 detail records. Or I guess, even if we were using 444 records.

A: Here are a couple of examples. Please use the 444 record type for the 457 system entries. Essentially, the 457 system section is a list 444 record types of pre and post contributions beneath the 457 header record.

Example with 2 457 deduction records

```
000~4~20160309150347
001~501~1~M
004~1~457~150.00~0.00~~~700~20160301~20160331~20160331
444~516076007~1500.00~400.00~100.00~0.00~0.00~~~~~~~N~~0002~
444~346095481~2500.00~300.00~50.00~0.00~0.00~~~~~~~N~~0002~
```

Example with 457 enrollment records

```
000~8~20160315034517
001~515~2~B
002~2~457
222~000177160~~LASTNAME4~FIRSTNAME4~MI4~~N~1001 ANYWHERE
AVE~~~HELENA~MT~59601~1823~~~USA~19500228~M~M~4064140000~Work~a@b.com~Primary~20031129~
222~000188160~~LASTNAME5~FIRSTNAME5~MI5~~N~3103 BAGGINS
END~~~BILLINGS~MT~59106~1402~~~USA~19480804~M~M~4061560000~Work~c@d.com~Primary~20150105~
004~2~457~100.00~0.00~0.00~26198.39~0.00~20160123~20160205~20160217
444~000177160~15198.39~0.00~50.00~0.00~0.00~0.00~~~~~~N~~0002~
```

444~000188160~1100.00~50.00~0.00~0.00~0.00~0.00~~~~~~N~~0002~

Excel view of header records and locations (overview)

Earnings
Pre-Tax Employee Contributions
Post-Tax Employee Contributions
Employer Contributions
Service Purchase
Hours

File Summary	000	32	20160331080000						
File Header Section (for employer 503)	001	503	22	B					
457 Enrollment Header Section	002	2	457						
Enrollment Detail Section	222	000036893		LASTNAME4	FIRSTNAME4	MI4		N	1001 ANYWHERE AVE
	222	000207777		LASTNAME5	FIRSTNAME5	MI5		N	3103 BAGGINS END
PERS Enrollment Header Section	002	1	PERS						
Enrollment Detail Section	222	000666893		DPOOPST	IBSSZ	D		N	11109 Center Steet
PERS Demographic Header Section	003	2	PERS						
Demographic Detail Section	333	000181989	LASTNAME4	FIRSTNAME4	N	4487 CIRCLE CT			CENTERVILLE
	333	000083200	LASTNAME5	FIRSTNAME5	N	1004 S SPOON RD			ARCADIA FOREST
MPORS Enrollment Header Section	003	1	MPORS						
Enrollment Detail Section	333	351	LST_OP	FST_OP	N	1925 BAY BRIDGE			LIVINGSTON
MPORS Payroll Header Section	004	3	MPORS	296.47	474.68	175.69	3294.12	160	
Payroll Detail Section	444	000214884	1763.45	158.71	0	254.11	80	0	
	444	000248028	1530.67	137.76	0	220.57	80	0	
Service Purchase Detail for MPORS	4444	000248028	175.69	FVSR					
PERS Payroll Header Section	004	10	PERS	744.76	448.83	137.7	9963.60	306	
Payroll Detail Section	444	000045924	371.01	0.00	0	0.00	7.50	0	FLAT
	444	000235356	165.28	0.00	0	0.00	16.00	10.33	HRLY
	444	000057670	670	52.93	0	55.41	12.50	53.60	HRLY
Total Compensation Payroll Detail Section	**445**	**000215908**	4757.21	375.82	0	393.42	0	0	
	445	000215908	3200	0.00	0	0.00	80	40	HRLY

	445	000215908	1557.21	0.00	0	0.00	20	0	FLAT
	445	**023234039**	4000.10	316.01					
	445	023234039	4000.10	0.00			170	23.53	HRLY
Not included in total (bonus)	445	023234039	600	0.00			10	60	HRLY
PERS Service Purchase Detail	4444	000235356	137.7	USRA					
457 Payroll Header Section	004	4	457	225.00	0	0	10686.04	0	
	444	000215908	4757.21	0.00	50.00	0.00	0	0	FLAT
	444	023234039	4000.10	50.00	0	0.00	0	0	FLAT
	444	000235356	165.28	25.00	50.00	0.00	0	0	FLAT
	444	000214884	1763.45	150.00	0	0.00	0	0	FLAT

Q: Would some of the detail fields not be required if the system is 457? e.g. earnings, hours, rate, rate type, pay type

A: Hours, rate, rate type are not required for 457. Earnings are required because some members indicate a percentage of the salary for their SDA. Use Pay type of 457 for System 457.

Q: How are these fields relevant to 457?

A: They are not relevant to 457, but program edits are in place at this time to check for some type of value.

Q: If the rate type is ANNL should the rate be their pay period salary, annual salary or still an hourly rate?

A: Use period salary. Retirement credit and contributions are based on the date paid.

Q: In the example above you have enrollment section for the 457 records. Are these for when they 1st start the 457 transactions?

A: Yes, employees enroll in the 457 system just as they would with PERS, etc. The first time they are reported, they need an enrollment record.

Q: Since there is not a 457 section with the 03 headers, I am assuming they are located with the systems they report the non-457 transaction with?

A: I understand the question as, "For a person reported in a 457 system, is their demographic information maintained with their retirement system record, e.g. with their PERS record?" Yes, the demographics are updated with the non-457 system.

Q: Getting error: "867 – Specified Job Classification is not allowed for the employer/plan." What do I do?

A: Check that the start date of employment is not prior to the plan effective date for the plan.

Q: I think this plan effective date was automatically set, so why is this a problem?

A: The plan start date for each employer is different. Please check plan start dates for your organization.

Q: Does this mean I need to set all of my employment start dates to after the start of the plan?
A: Yes

Q: Do I just recreate the enrollment records?
A: You do not have to recreate the enrollment records if you only want to change the employment start date. It can be changed on the Employer Summary -> Employer Reporting Summary Maintenance -> Enrollment Information Tab -> Enrollment Maintenance screen as below. Click Save and the error should go away on the record.

Q: In my upload test file, there is an error with the employer contributions. It is a 1 cent error, but the summar fields will not balance.
A: As of 4/11/2016 this is a reported error. The MPERA vendors are aware of the problem and working on it.

Q: For the employee demographics, you had said that we only need to fill it out if the employee information has changed. Would it present a problem if we just filled out that section every time, even if there are no changes since the last report?
A: I don't think it will cause any issues. If the address is the same we just do not update and there are no warnings or errors in demographic if the same information has been reported before. In enrollment there is a warning if the address is different and has been reported with the last couple of months but not demographic.